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**FIRE FACT NO. 029 CHECKLIST(s) : 06E**

**TITLE : FIRE DRILL PROCEDURES FOR OCCUPANTS WITH DISABILITIES**

**CHECKLIST ITEM(s) : 06E-05**

**REFERENCE(s) : K.A.R. 22-18-2(a)**

**PAGE 1 of 1**

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## **Fire Drill Procedures for Occupants with Disabilities**

Every educational facility is required to have a written policy which outlines fire drill procedures for occupants with disabilities. This policy is typically found in student and staff handbooks but can also be placed on fire drill prep plans inside classrooms.

The responsibility for students unable to evacuate the building without additional assistance rests solely with the school staff and faculty; it cannot be transferred to the student population. When writing the policy, be specific about who will be responsible for the impaired occupants. Be clear whether the responsible person will be a teacher, paraprofessional, or other staff member.

The policy should provide the exiting arrangements to be used, whether with the student's class, by way of ADA compliant ramps, to an area of refuge, or by other means. It should also include a method of accounting for individuals needing special assistance such as the designation of a specific meeting place.

Because school populations can easily change, the policy should be general and applicable to any disability that could interfere with speedy evacuation in an emergency. The disabilities being planned for should include mobile, visual, or hearing impairments, as well as impaired cognitive function.

*If your facility is cited for not having a written policy for fire drill procedures for disabled occupants, this must typically be fixed within 30 days.*

